

UNIVERSITY OF MARYLAND LIBRARIES-COLLEGE PARK CAMPUS

POSITION DESCRIPTION

Action Requested:

- Establish New Position
- Revised Existing Position
- Updated for files only

Position #: _____
Date Prepared: 5 November 2001
Effective Date: _____

A. GENERAL INFORMATION:

Name of Incumbent: _____ Current Classification: Faculty Librarian
Proposed Classification: (n/a)
Descriptive Title: Conservation Prod. Team Leader- Collections Conservator
Supervisor: Preservation Production Group Team Leader
Library Division/Production Group/Unit: Technical Services/Preservation Production Group
Cost Center: _____ FRS Account #: 01-1-13600 Sub Code: 1012 FTE: 100 %
Permanent: Contingent I (Hrly): Contingent II (contract): Expected Duration: n/a

B. POSITION SUMMARY:

Within a team environment, responsible for the planning, implementation, and administration of the conservation program for the UMD Libraries' general and special collections. Manages the work of the Conservation Production Team. Provides professional expertise in determining the proper course of treatment for library and archival materials in need of conservation. Trains and supervises staff and students involved in collections conservation activities. Executes a wide range of conservation treatments on paper-based library and archival materials, and arranges for other professional conservation services that cannot be accomplished in-house. Serves as a resource to the College Park Campus. Achieves goals and objectives within an environment of shared responsibility, and in support of strategic plans and vision. Coordinates and facilitates inter and intra production team activities, facilitates team communications, fosters an environment of shared responsibility, and develops and promotes team plans and vision. As team leader, works directly with team members to plan, develop and implement ongoing activities and special projects and establish team goals and objectives. Provides leadership through active participation on teams and committees at the production group, division, and Library level and within the profession.

C. ORGANIZATIONAL CHARACTERISTICS:

Responsible for the administration of the collections conservation program. Serves on the Preservation Production Group Leadership Team and serves as a member of TSD coordinating teams and Library functional and program teams as appropriate. Reports to the Preservation Production Team Leader. The University of Maryland Libraries promotes a team based, collaborative, continuous learning environment. Librarians hold faculty status and contribute to the teaching, service and research mission of the University.

D. PRINCIPAL ACCOUNTABILITIES:

1. Develops and implements (in consultation with Production Group Leader) a conservation program designed to meet the conservation/preservation needs of UM's libraries and archival collections. Working closely with production team members and collection management colleagues, plans, prioritizes, and accomplishes treatment goals.
2. As a member of the Preservation Production Group Leadership Team, contributes to the planning, development, coordination, and implementation of initiatives within the production group.
3. Provides condition assessment for individual collection items from both general and special collections. Develops set of treatment options and specification guidelines in careful consideration of available resources, collection context, and use patterns.
4. Provides collection-level condition assessments: performs condition surveys of general and special library collections in cooperation with other library staff; documents survey results; and develops broad treatment plans based on size, nature, condition, and use patterns of the collections.
5. Manages in-house conservation laboratory. Responsible for the selection of appropriate conservation supplies, tools, and equipment; maintenance of tools/equipment and establishment of quality control procedures to verify the adherence of products to standards. Evaluates and improves efficiencies of workflow while ensuring accepted conservation-sound practices and safe lab protocols.
6. Manages all aspects of the outsourcing of conservation treatment that cannot be performed in house. Responsible for coordination of projects with curators and collection managers, selection of professional services, authorization of treatment, and maintenance of the budget and treatment documentation files.
7. Trains staff in specialized conservation procedures, quality standards, and lab protocols. Evaluates training needs and assists staff in acquiring the skills, knowledge and competencies needed to improve job performance.
8. Evaluates (in consultation with Preservation Production Group Leader) preservation technologies and assesses their appropriateness for UM Libraries. Maintains a current awareness of conservation principles and practices as they apply to library and archival materials, and develops and tests new treatment procedures and approaches to problem solving.
9. Participates in the development of outreach initiatives for care of collections and conservation for branch libraries and public services and address staff training needs. Sets goals and priorities; develops training tools, plans and directs workflow, and evaluates progress. Serves as a resource to all library staff regarding any activities that may have a preservation/conservation impact.
10. Performs a wide variety of conservation treatments.
11. Maintains knowledge of trends in preservation through participation in regional and national meetings and listservs.
12. Continues to acquire new skills, knowledge, and competencies needed to improve work processes.
13. Performs all required personnel activities such as preparing job descriptions, interviewing and selecting staff, performance review and development, merit assessments, discipline etc. Determines performance deficiencies and designs interventions.
14. Collaborates with other units and colleagues to improve service and serves on Library teams, committees, and other groups. Is a member of the Preservation Committee and Salvage Squad.
15. Participates in Library and divisional planning activities.
16. Fulfills "Technical Services' Common Expectations of Staff" and performs other duties as requested.

E. **DIMENSIONS:**

Number of Staff Supervised: Direct: 1.5 FTE Indirect: _____
Number of Students Supervised: Direct: .5 FTE Indirect: 1.5 FTE

Formal Leadership:

- Work/Project Leader:** answers general questions and provides assistance; maintains assignment completion schedules; performs the same tasks as others.
- Team Leader:** advises and directs the teams; answers complex questions functioning as an expert resource; maintains assignment completion schedules. Performs the same and higher level tasks.
- Supervisor:** participates in the selection process of new employees; assists with performance appraisals; disciplinary problems are referred to a higher level. Performs similar and higher level tasks.
- Manager:** solely responsible for performance appraisals; employee training and development; handles disciplinary problems, responsible for multiple units or areas, each with supervisor. This person will be evaluated on these decisions.
- Not applicable to this position.

Complexity of Work:

- Routine:** Primarily deals in one singularly directed functional area. Awareness of related area is not significant.
- Semi-complex:** Requires some integration of different but relatively similar bodies of knowledge and/or functions. Some analytical ability is needed.
- Complex:** Functions differ significantly from each other or a major function is broad and requires integration of differing complicated bodies of knowledge. Analytical ability is clearly required.
- Very Complex:** Involves complicated bodies of knowledge/functions that differ substantially from each other.

Autonomy (Freedom of Action):

- Close Supervision: Detailed instructions given. Close and compete review of work.
- General Supervision: Proceeds on regular tasks, referring questionable situations to supervisor.
- Very General Supervision: Resolves most questions, accomplishes most tasks without guidance.
- Little Guidance: Performs complex functions, establishes priorities, resolves issues, rarely refers to supervisors.
- Plans, develops, and implements functions/projects for functional units(s) or team(s).
- Other (explain).

Interactions:

Primary interactions include all levels of staff within the Production Group, throughout the division. Outside of the TSD, primary interactions include subject selectors, collection managers and curators, leaders, committees, team members and colleagues from other divisions. Other interactions include members of faculty and staff in other academic institutions and libraries and in professional associations, outside vendors and suppliers, students, faculty and staff of the University, and University officials responsible for occupational health and safety issues.

Fiscal Responsibility:

Oversees the Conservation Supply allocation, Special Collections Contract Conservation budget, and Labor and Assistance budget for Conservation Production Team.

Physical Working Conditions:

Normal office environment which also involves the regular use of heavy equipment, cutting tools, and adhesives. Limited use of solvents. Occasional library water salvage situations. Exposure to mold and dust.

F. MINIMUM QUALIFICATIONS:

Academic Level: Master’s degree in library science from a graduate program accredited by the American Library Association or advanced degree in conservation of library and archival materials.

Practical Experience: A minimum of two years of experience/training as a conservator in a recognized conservation facility.

Technical Qualifications or Specialized Certifications: Demonstrated knowledge of the physical and chemical nature of library and archival materials; the history of the book and paper making; conservation ethics, principles and practices and their appropriate application; and conservation supplies, tools, equipment, vendors, and current technical standards and specifications.

Other Knowledge, skills, abilities and competencies required: Ability to train and supervise staff, assess their work, plan, organize, and direct work flow, and plan and organize physical space. Demonstrated management, supervisory, and leadership skills. Must have ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints. Must have the ability to take direction as well as provide direction and motivation to staff. Evidence of ability to interact collaboratively and work effectively with teams. Evidence of strong service orientation; an ability to anticipate customer needs and seek ways of providing satisfactory solutions. Ability to interact effectively with a broad variety of staff within and outside of Technical Services. Excellent interpersonal skills; ability to communicate clearly, knowledgeably, and personably, orally and in writing with all persons potentially affected by the scope of the work. Demonstrated record of professional contribution.

Incumbent’s Signature: _____ Date: _____

Supervisor’s Signature: _____ Date: _____

Production Group Leader’s Signature: _____ Date: _____

Director’s Signature: _____ Date: _____